

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 9 November 1949

TO : Chief, Services Division

FROM : [REDACTED], JFC 25X1A9a

SUBJECT: Report of Operations by the General Services Branch during the month of October, 1949.

Volume:

- | | |
|---|-------------|
| a. Requests for services on hand prior to October | 5 |
| b. Requests for services received in writing during October | 240 |
| c. 1. Orders submitted to GSA chargeable to quarterly encumbrance. | 137 |
| 2. Special orders submitted to GSA not chargeable to quarterly encumbrance \$3,140.00 | 10 |
| 3. Orders submitted to GSA nonreimbursable | 89 |
| 4. Approximately 1720 phone calls received during October. | |
| d. Space moves during October | 23 - ? |
| Total personnel moved | 173 |
| Equipment moves | 47 - ? |
| Man hours worked by GSA | 1076 |
| Estimated cost | \$1545.70 |
| e. Requests for services on hand October 31. | 29 |
| f. Reimbursement to GSA for regular assigned laborers to warehouse. 3536 man hours - 21 per day average | \$4957.64 |
| g. Protective Services (GSA Guard Posts) | |
| Reimbursable Posts - \$35,100.00 | 81 |
| Non-reimbursable Posts | 26 |
| h. Monies paid to GSA during month of August | |
| GSA Guards | \$30,983.21 |
| GSA Laborers and trucks | 6,401.69 |
| Alterations and Installations | 10,042.64 |
| Miscellaneous | 1,161.22 |
| i. Problems: None | |

48,588.76

Attachment

~~CONFIDENTIAL~~